

2011 WMBE Report Office of Hearing Examiner

Introduction

The Office of Hearing Examiner (HXM) was created as a separate and independent City office under Chapter 3.02 of the Seattle Municipal Code. The mission of the Office of Hearing Examiner is to conduct fair and impartial administrative hearings in matters where jurisdiction has been granted by the Seattle Municipal Code, and to issue clear and timely decisions and recommendations that are consistent with applicable law. There are 4.67 FTEs in HXM. The Hearing Examiner is appointed by the Council for 4-year terms of office.

Department Representative

HXM's department representative is Patricia Cole (Administrative Staff Analyst).

2011 Goals

In 2010, HXM's general fund budget utilized WMBE firms for about **15.8%** of its total spending of \$8842. The breakdown is as follows:

Blanket voucher purchases: 18.23% of \$6951 (or \$1267)

Direct voucher: 6.88% of \$1890 (or \$130)

HXM's discretionary purchase of goods and basic services is limited. HXM uses City blanket contracts for the lease of office equipment (copier) and to purchase office supplies and other supplies/services. The Administrative Staff Analyst identifies other blanket contracts available (e.g., printing services) to help HXM staff make proactive and informed choices on vendor selection.

The Hearing Examiner and Administrative Staff Analyst will look for opportunities for WMBE participation, both in contracts and direct voucher purchases. Since it is often the case that HXM may not have even one consultant contract per year that can be considered for WMBE opportunities, it is unlikely that we can promise a higher percentage use in the future. And since almost all our supply and leased equipment purchases are done through blanket contracts, this is also unlikely to affect future WMBE participation.

Consultant Inclusion Plans

HXM's General Fund budget does not execute contracts above \$260,000. We don't anticipate making use of consultants this year but we will use our best efforts to outreach to WMBE firms that may be on the roster, if the need arises.

Additional Strategies and Efforts

HXM's major challenge that limits WMBE utilization in contracts is the limited pool of budget dollars available. We will continue to look for opportunities to utilized WMBE firms, when the need arises.